

House Rabbit Network – Board Meeting 3/31/12

Members Present: Cheryl, Cherryl, Kathleen, Diane, Suzanne, Melissa, Justin

Meeting Minutes from last meeting: minor changes noted, board will comment and approve on Tuesday.

Elections:

1. Meeting – May 12
2. Applications for board due by May 1st
3. Notices about application/requirements posted on website in 2 weeks
4. # Board members still up for debate. All agree with an odd number, minimum should be 9, max 15
 - a. Belief is more is better, as more input, members more invested in organization

Bylaw Changes

As no quota at meeting, cannot vote, will send out changes with announcement for applications, plan to re-present at next board meeting/

SHELTER PROPOSAL

Billerica site accepted as new HRN shelter site

1. Shelter committee gravitated to this site for its well lit, less industrial, more residential, more “welcoming”, and volunteer survey indicated this site more convenient than Lowell site
2. Space has three rooms, a ramp side entrance, and bathroom. Volunteers will use side entrance, will install specially coded lock box.
3. Rabbits accepted will be spayed/neutered, socialized, healthy and ready for adoption.
4. Plan is to purchase 10-12 cages, custom made. We are considering runs as well. May have great cubes cages built as demonstration for adopters, and other appropriate enclosures for the buns.
5. Lease has been reviewed by one of our members, who is a lawyer, but all agreed to have it reviewed by an outside lawyer
6. Possible concerns regarding lease – building is on sale, if goes into foreclosure need to clarify time to vacate premises

Finance Considerations for Shelter

1. Board agreed that first year’s budget will be \$20,000
2. Spreadsheet created with costs/location to purchase all supplies for shelter
3. Separate financial records will be kept to track both expenses and donations, to better estimate costs for the following years
4. Rent – All-inclusive \$900.00/mo or pay own utilities for \$700.00/mo. Seems to be better deal to include utilities in rental fee – will include gas, electricity, water, air conditioning, dumpster rental. In future, may consider expanding to other half of building (currently empty) but this side is more open concept, no

sink, carpeted and more expensive. Heat is forced hot air, our unit does share duct work, may need to install filters

Safety Issues

1. Consider hard wire fire/smoke detectors directly to firehouse
2. Need to develop a SOP (standard operating procedure) for volunteers to follow
3. Will have walk through with building inspector to be sure we are up to code.
Issues to consider: fire extinguisher, OK by animal control, health department, safety plan (eye wash, first aid), emergency exit routes mapped out and posted